



City of Salisbury Parks and Recreation



POLICY/PROCEDURE

Volunteer Criminal Background Screening

Initial Date: July 17, 2008

Revised:

The following procedures will be completed for any potential volunteer that is subject to a Criminal Background Screening.

- Volunteer must complete a volunteer application and complete and sign the consent form
- Volunteer will be given a copy of the policy and the Summary of Rights under the Fair Credit Reporting Act
- The employee will inform the potential volunteer that the background screening results will be provided to the City of Salisbury Human Resources department only and that once they are approved for volunteer service, they (Parks and Recreation department employee) will contact them directly
- If they fail the background screening, they will be contacted by letter from the Human Resources department
- The employee will forward a copy of the volunteer application and consent form to the Parks and Recreation administrative office immediately
- The employee should write their name and the facility name on the application or attach this to the application
- Administrative staff will submit the name, social security number and birth date of the potential volunteer directly to Southeastern Security Consultants, Inc.
- Facility staff should keep a copy of the volunteer application and the consent form on file at their assigned facility
- Results of the background screening will be sent to the Human Resources department and they will inform the administrative office if the volunteer has been approved to be a volunteer
- Administrative office personnel will contact the facility/employee who submitted the application
- Employee at that facility will contact the volunteer directly and make arrangements for them to begin their volunteer service
- If the potential volunteer “fails” the background screening they will be contacted by Human Resources by mail
- Once approved to begin volunteer service, the individual is covered under the policy for a period of 12 months, but must re-submit an application and consent form after the 12 month period for another screening